

EEOP Utilization Report



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Step 1: Introductory Information

Grant Title:	Arizona Department of Public Safety Victims of Crime Act, Victim Assistance Grant Program	Grant Number:	2014-134
Grantee Name:	Yuma County Attorney's Office Victim Services Division	Award Amount:	\$214,092.00
Grantee Type:	Local Government Agency		
Address:	198 S Main St Yuma, Arizona 85364		
Contact Person:	Felicia Frausto, HR Director	Telephone #:	928-373-1013
Contact Address:	198 S Main St Yuma, Arizona 85364		
DOJ Grant Manager:	Felicia Frausto, HR Director	DOJ Telephone #:	928-373-1013

Policy Statement:

It is the policy of Yuma County Attorney's Office to afford equal employment opportunity to qualified individuals regardless of sex, race, color, ethnicity, national origin, religion, age, and disability. Furthermore, the Office will be in compliance with Federal and State laws and regulations.

Equal Employment Opportunity will include all aspects of employment practices to include recruiting, hiring, training, retention, compensation, benefits, promotions, demotions, transfers, reduction in force, and discipline.

The office will provide to its staff members a means of communication regarding grievances and complaints regarding discriminatory employment practices. Any employee of the County Attorney's Office who fails to comply with this policy is subject to appropriate disciplinary action.

Step 4b: Narrative Underutilization Analysis

A comparison of the Yuma County's workforce to the Community Labor Statistics for Yuma County indicates an underutilization in White, Hispanic, and Two or More Races for Males and an underutilization for White and Hispanic for females. As a result, the larger of underutilization will be the focus of this plan; however, the County welcomes the opportunity to increase all areas that are underutilized. After analyzing the underutilization analysis, the County has identified the following areas as a concern.

Officials / Administrators: Hispanic or Latino males underutilized by 10%

Professionals: White female underutilized by 8%

Protective Services: Sworn & Hispanic or Latino males underutilized by 15%

Protective Services: Non-Sworn - Two or more Races males 8%

Administrative Support:

White males underutilized by 10%,

Hispanic or Latino males underutilized by 9%

Service/Maintenance - Hispanic or Latino females underutilized by 13%

Officials / Administrators, Professionals, Protective services, Administrative Support, and Service/Maintenance & The analysis shows a significant underutilization of males and females, and minorities for the above categories. When any of these positions become available, we will strive to recruit qualified minorities, males and female applicants

Step 5 & 6: Objectives and Steps

1. Yuma County is committed in having their workforce reflect closely to the Community labor in Yuma County. Based on the information obtain from the Community Labor Statistics and after conducting a complete analysis, Yuma County has established the following objectives.

- a. White males are underutilized in the Administrative Support category, Our objective is to increase representation by targeting recruitment strategies and efforts to attract minority candidates to apply for these positions; and furthermore, to ensure an equal employment opportunity for employment and advancement.
- b. Hispanic males are underutilized in the Officials / Administrative Protective Services-Sworn, and Administrative Support category. Our objective is to increase representation by targeting recruitment strategies and efforts to attract minority candidates to apply for these positions; and furthermore, to ensure an equal employment opportunity for employment and advancement.
- c. White females are underutilized in Professional category within the County it is our goal to increase representation by evaluating recruitment and promotional practice. Also, to ensure that there is no barriers that would deny or hinder females an equal employment opportunity with Yuma County. And, will strive to attract and promote qualified female applicants for Professionals positions.
- d. Hispanic females are underutilized in the Service/Maintenance category. Our objective is to increase representation by targeting recruitment strategies and efforts to attract minority candidates to apply for these positions. Furthermore to ensure an equal employment opportunity for employment and advancement.
- e. The Protective Services: Non-sworn are underutilized for Two or more Races category. Our objective is to increase representation by targeting recruitment strategies and efforts to attract minority candidates to apply for these positions; and furthermore, to ensure an equal employment opportunity for employment and advancement.
- f. Yuma County Human Resources will continue to advertise job opportunities by using social media (internet, linked in, etc.), newspaper, television and radio station. Use of minority and female Human Resources Staff to assist in the recruitment process and increase attendance at job fairs.

Encourage females and minorities to take advantage of department training. Provide Equal Employment Opportunity training to managers involved in the hiring & promotional process. Evaluate and revised, if necessary, test examinations (entry level & promotions) and job requirements. Provide Equal Employment Opportunity training to managers involved in the hiring & promotional process. Evaluate and revised, if necessary, test examinations (entry level & promotions) and job requirements.

Step 7a: Internal Dissemination

1. Post the EEO Policy on bulletin boards, County internet and personnel policy manual.
2. Include a statement in the YU Count Newspaper regarding availability of the EEO Plan.
3. Communicate with supervisory staff regarding the EEO plan and ensure familiarization.

Step 7b: External Dissemination

1. Continue to include the statement, "Yuma County is an equal Opportunity Employer" on all job applications, advertisement postings, internet, and personnel policy manual.
2. Post the EEOP on the County's web page.
3. Post a memorandum outside the Office of the County Human Resources Office informing applicants and the public how they can obtain a copy of the EEOP.

Utilization Analysis Chart
Relevant Labor Market: Yuma County, Arizona

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	29/36%	11/14%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%	16/20%	21/26%	0/0%	0/0%	0/0%	0/0%	0/0%	1/1%
CLS #/%	2,045/35%	1,380/24%	55/1%	4/0%	100/2%	0/0%	10/0%	0/0%	1,300/22%	800/14%	15/0%	20/0%	75/1%	25/0%	0/0%	0/0%
Utilization #/%	1%	-10%	0%	-0%	-0%	0%	-0%	0%	-2%	13%	-0%	-0%	-1%	-0%	0%	1%
Professionals																
Workforce #/%	55/22%	46/19%	2/1%	0/0%	1/0%	0/0%	0/0%	0/0%	67/27%	68/28%	0/0%	2/1%	3/1%	0/0%	1/0%	1/0%
CLS #/%	1,790/23%	640/8%	165/2%	75/1%	70/1%	0/0%	0/0%	4/0%	2,745/36%	1,855/24%	55/1%	115/1%	125/2%	0/0%	30/0%	50/1%
Utilization #/%	-1%	10%	-1%	-1%	-1%	0%	0%	-0%	-8%	4%	-1%	-1%	-0%	0%	0%	-0%
Technicians																
Workforce #/%	15/29%	19/37%	0/0%	0/0%	1/2%	0/0%	1/2%	1/2%	4/8%	9/18%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	460/26%	280/16%	45/3%	0/0%	15/1%	0/0%	0/0%	0/0%	325/18%	440/25%	45/3%	60/3%	65/4%	15/1%	19/1%	0/0%
Utilization #/%	3%	21%	-3%	0%	1%	0%	2%	2%	-11%	-7%	-3%	-3%	-2%	-1%	-1%	0%
Protective Services: Sworn																
Workforce #/%	46/30%	61/40%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%	19/12%	22/14%	1/1%	0/0%	0/0%	1/1%	0/0%	0/0%
CLS #/%	780/25%	1,690/55%	125/4%	15/0%	0/0%	0/0%	50/2%	0/0%	80/3%	275/9%	0/0%	45/1%	0/0%	0/0%	10/0%	0/0%
Utilization #/%	5%	-15%	-2%	-0%	0%	0%	-2%	0%	10%	5%	1%	-1%	0%	1%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	48/23%	95/46%	5/2%	1/0%	1/0%	1/0%	0/0%	0/0%	9/4%	45/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	15/22%	35/51%	0/0%	0/0%	0/0%	0/0%	15/22%	0/0%	4/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	2%	-4%	2%	0%	0%	0%	-22%	0%	-1%	22%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	16/4%	39/9%	0/0%	0/0%	1/0%	0/0%	0/0%	1/0%	96/22%	272/61%	7/2%	3/1%	5/1%	1/0%	0/0%	3/1%
CLS #/%	2,180/13%	3,010/18%	60/0%	65/0%	65/0%	45/0%	30/0%	20/0%	4,090/25%	6,510/39%	115/1%	130/1%	90/1%	0/0%	139/1%	4/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Utilization #/%	-10%	-9%	-0%	-0%	-0%	-0%	-0%	0%	-3%	22%	1%	-0%	1%	0%	-1%	1%
Skilled Craft																
Workforce #/%	15/25%	42/69%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,460/33 %	4,645/62 %	125/2%	4/0%	55/1%	0/0%	20/0%	20/0%	125/2%	35/0%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-8%	7%	5%	-0%	-1%	0%	-0%	-0%	-2%	-0%	0%	-0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	9/15%	34/57%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	3/5%	12/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,315/11 %	9,655/44 %	235/1%	155/1%	135/1%	0/0%	85/0%	50/0%	1,615/7%	7,250/33 %	60/0%	65/0%	150/1%	0/0%	65/0%	75/0%
Utilization #/%	4%	13%	2%	-1%	-1%	0%	-0%	-0%	-2%	-13%	-0%	-0%	-1%	0%	-0%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators		✓														
Professionals									✓							
Protective Services: Sworn		✓														
Protective Services: Non-sworn							✓									
Administrative Support	✓	✓														
Service/Maintenance										✓						

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

[signature]

[title]

[date]